



Document Submittal List for Single Family Additions/Alterations

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1. Document Submittal List

- A. Drawings (3) sets of:
- 1. Plot Plan
 - (*) 2. Architectural Plan –
 - Floor Plan
 - Roof Plan
 - Exterior Elevations
 - 3. Structural –
 - Foundation Plan
 - Floor Framing Plan
 - Roof Framing Plan
 - Truss Information
 - Cross Section
 - Structural Framing Details
 - (*) 4. HVAC Plan (for new system)
 - (*) 5. Electrical Plan
 - 6. 18" x 24" Suggested Minimum Blueprints Size
- B. Calculations (2) sets of:
- 1. Structural Calculations (if applicable)
 - 2. Energy Calculations and Forms for New Systems (Title 24)

2. Information to be Included on Documents

- A. Plot Plan
- 1. Lot Dimensions, showing whole parcel
 - 2. Building Footprint with all Projections and Dimensions to Property Lines
 - 3. North Arrow
 - 4. Easement(s)
 - 5. Existing and Proposed Grading Plan, Topographic Plan drawn to 1'-0" Contours
 - 6. Location of Existing and Proposed Retaining Walls
- B. Architectural and Structural Plans
- 1. Foundation and Structural Floor Framing Plans
 - 2. Architectural Floor Plan(s) including Adjoining Rooms
 - 3. Exterior Elevations
 - 4. Structural Material Specifications
 - 5. Structural and Architectural Details (see F)
 - 6. Truss Configurations and Locations (see G)
 - 7. Typical Cross Section in Each Direction
- C. HVAC (new), Plumbing, and Electrical Plans
- 1. Location of HVAC Equipment and Plumbing Fixtures
 - 2. Under Floor Duct Location and Layout
 - 3. Outlets, Fixtures, Switches, Smoke Detectors, Subpanels and Main Panels with Size and Location
- D. Energy Requirements
- 1. Form CF-1R with All Required Signatures
 - 2. Backup Forms including Heat Loss Calculations for New Equipment
 - 3. Print CF-1R on Drawings
 - 4. List Relevant Mandatory Features, or Print Complete MF-1R on Drawings
- F. Information
- 1. Wet Sign on All Documents by Document Maker, Architect or Engineer
 - 2. Name, Title, Registration (Address and Phone Number) of Design Professional
 - 3. Address of Property and Name, Address, Phone Number of the Property Owner

4. Cover Sheet Information

- a. Applicable Codes and Editions
- b. Description and Type of All Work
- c. Occupancy and Type of Construction
- d. Gross Area, by Floor(s) and Building Height
- e. Index of Drawing Information

5. Scale for All Drawings

F. Details

1. Fireplace – Masonry or Prefabricated Fireplace
2. Footing, Piers and Grade Beams
3. Post and Girder Intersections
4. Roof: Eaves, Overhangs, Rakes and Gables
5. Floor Changes (i.e., Wood to Concrete)
6. Handrail(s) and Guardrail(s) with Support
7. Structural Wall Sections with Details at Foundation, Floor and Roof Levels
8. Stairway Rise and Run, Framing, Attachment and Dimensions of Members

G. Prefab. Trusses

Provide Items 1 or 2

1. Submit following: (**)
- a. Roof Framing Plan with Truss I.D. No. and Manufacturer's Name
- b. Detail of all Truss Splices, Connections and Plate Sizes
- c. Show all Trusses including Gable Bracing and Bridge
- d. Review by Individual Responsible for Design
2. Provide Single Line Truss Diagram with All Vertical and Lateral Loads including Bearing Points Shown with Reference of Framing Plan

H. Separate Plans & Permits Required for the Following Types of Work

1. Automatic Fire Sprinkler Systems
2. Accessory Structures Proposed on the Lot Plan
3. Pools and Spas
4. Structure Demolition

(*) Plans can be combined for simple buildings, if clarity is maintained.

(#) This is not a complete list of all required submittals, may require additional information(s) after plan review.